

Draft
OEOSC Board Meeting

August 1, 2005, 10:15 a.m. – 1:00 p.m.
San Diego Marriott Hotel and Marina, Los Angeles Room
333 West Harbor Drive, San Diego, CA, 92101

Attendees (12)

Voting OEOSC Members

David Aikens
Marla Dowell (by phone)
Lincoln Endelman
Thomas Germer
Hal Johnson
Gene Kohlenberg
Joseph Oberheuser
William Royall (by phone)
Lee Shuett (by phone)

Representing

Chairperson (Zygo Corporation)
IEEE/LEOS (NIST)
SPIE (Endelman Enterprises)
NIST
Past Chairperson, Director (Harold Johnson Optical Lab)
Secretary (OEOSC)
OSA (ITT Defense A/C Division)
Treasurer (Eastman Kodak Company)
Director (Nikon Inc.)

Observers

Gordon Boultsbee
Larry DeShazer
Charles Gaugh

JDS Uniphase Corporation
California Center for Applied Competitive Technologies
Davidson Optronics, Inc.

Welcome and Introductions:

D. Aikens opened the meeting at 10:22 a.m.

Approval of the Agenda:

W. Royall moved that the draft agenda, rev. 5 stored on the OEOSC website be approved with the corrected time. L. Endelman seconded the motion, which carried.

Approval of May 2, 2005 OEOSC Board Annual Meeting Minutes:

D. Aikens asked if there were any additions or corrections to the minutes. C. Gaugh moved that the draft minutes be accepted. L. Endelman seconded the motion, which carried.

Reports

Financial Budget. W. Royall asked the secretary to review the financial arrangement for the short course presentation. D. Aikens thanked all of those who helped prepare the scratch and dig course, and reported that the San Diego class had been canceled because only two persons had submitted advanced registrations. Only time will tell how popular the Boston session will be. L. Endelman asked how many class participants were required by SPIE before a course would be presented. D. Aikens suggested that the number is 15. L. Endelman asked that we commend those who are providing the expertise to make the scratch and dig course possible.

W. Royall then reviewed the budget. L. Shuett asked if those who are participating by phone rather than in person should help pay the cost for speaker phones. G. Kohlenberg stated that the room charges for January were for the hotel set up of a speaker phone to allow D. Aikens to help W. Royall and J. Hamilton prepare to teach the short course for him. (He was unable to travel to San Jose because of a snow storm in the East.) The second major expense was for the materials used to build a speaker phone system to be attached to G. Kohlenberg's cell phone, which is now used to permit phone participation in OEOSC meetings.

EXPENSES Account	Actual ACCT #	BUDGET MONTH					MAY Grand Total	Budget	41% of year completed
		JAN	FEB	MAR	APR				
Exec. Director	101	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$1,400.00	\$7,000.00	\$16,800	42%
Admin. Asst.	102	\$412.50	\$650.00	\$475.00	\$237.50	\$187.50	\$1,962.50	\$4,900	40%
Admin. Exp.	200	\$8.37	\$3.41	\$20.62	\$1.20	\$45.10	\$78.70	\$100	79%
Travel	300	\$1,307.01	\$0.00	\$0.00	\$0.00	\$1,590.25	\$2,897.26	\$5,900	49%
ISO Trip Support	301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500	0%
ANSI/TAG Dues	400	\$17,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,750.00	\$17,750	100%
Board Expenses	500	\$60.00	\$0.00	\$195.00	\$0.00	\$0.00	\$255.00	\$450	57%
Refresh/Room Charges	501	\$293.90	\$0.00	\$0.00	\$127.66	\$0.00	\$421.56	\$50	843%
Credit Card Fees	502	\$29.03	\$23.98	\$0.00	\$0.00	\$0.00	\$53.01	\$300	18%
Grand Total		\$21,260.81	\$2,077.39	\$2,090.62	\$1,766.36	\$3,222.85	\$30,418.03	\$48,750	62%

Beginning Savings Bal	\$32,721.54 (+)
Beginning Check Bal	\$11,533.47 (+)
2004 checks cleared in 2005	\$1,750.00 (-)
2005 fees received in 2004	\$1,575.00 (-)
1/1/2005 RESIDUAL	\$40,930.01
2004 Fees Received in 2005	\$0.00 (+)
2005 fees received in 2004	\$1,575.00 (+)
2005 Fees Received in 2005	\$35,439.00 (+)
Other Receipts	\$73.50 (+)
Savings Interest	\$225.29 (+)
EXPENSES	\$32,328.03 (-)
06/30/2005 RESIDUAL	\$45,914.77
Checks and fees not cleared by 06/30/05	\$1,862.00

Deposits not recorded by 06/30/05

2006 Fees Collected in 2005	\$0.00 (+)
Transfers from/to Savings	-\$6,901.00 (+)
Savings Interest	\$225.29 (-)
Beginning Savings Bal	\$32,721.54 (-)
DATE	06/30/05
CHECKBOOK BAL	\$7,928.94
SAVINGS ACCOUNT BAL	\$39,847.83
MONTHLY CASH ON HAND	\$47,776.77

M. Dowell said that a delegate from Northrop Grumman attended an ISO meeting at his own expense. She asked if he would have been eligible for ISO trip support. The secretary stated that the traveler would only be considered if he were a member. L. Endelman asked how the funds would be allocated. D. Aikens stated that the Board would do the allocation based upon the Board's objectives. The fund was created to encourage participation on SC 1. If the fund was not expended for SC 1 activities, then the Board would allocate the funds to other SC participants.

D. Aikens noted that while we are in better financial position this year compared to last year, although we will be incurring significant expense for the ISO TC 172 meeting in Boulder, CO in June of 2005.

M. Dowell moved that the report be accepted; C. Gough seconded the motion, which carried unanimously.

D. Aikens asked that the draft budget for 2006-2007 be presented at the 2006 OEOSC Annual Meeting in San Jose, CA in January.

Scratch and Dig Course Agreement. L. Endelman asked if the course would be advertised in OE. D. Aikens asked L. Endelman if he could follow up on OE. **D. Aikens asked that an ASC OP agenda item be added to the next meeting concerning revising the course.**

L. Endelman asked if we could invite those who have attended the course to consider becoming a course presenter. D. Aikens stated that OEOSC has specific content that needs to be presented. Any outside person would have to follow that content. C. Gough asked if the course leaders were compensated for the time. No fees were paid to the first three leaders: John Hamilton, William Royall, David Aikens.

D. Aikens asked M. Dowell if she would be able to become a presenter on behalf of OEOSC, with OEOSC paying her travel expenses. He hoped that NIST would pay her salary during the travel time. She said that she would follow up with her management to confirm that she could do that. D. Aikens suggested that she attend the next course to become acquainted with the content and that she then teach the course once during 2006.

Other Business:

Irvine Valley College, Irvine, CA Request for a Scratch and Dig Talk at the College.

L. DeShazer is located at Irvine Valley College but reports directly to the State of California through the Department of Education, but will be moving into larger quarters next year. The current emphasis is on photonics. He is doing workforce development for companies such as Newport Co., Ratheon, Northrop Grumman. He offers standard undergrad level courses that result in a certificate for each student. Students usually are assembly line technicians who are new to the job.

L. DeShazer was surprised that He was thinking of a 1.5 hour lecture at the college where the managers of companies who send the technicians could learn about the scratch and dig standard. He is able to pay a \$1,000 honorarium. They are currently running three courses and a workshop. He would see scratch and dig lecture as a stand alone event. It would be for upper level managers so that they would be aware of the subject. The time frame would be October or November.

D. Aikens said that we would need to have someone who would have time to create a 1.5 hour talk. G. Boulton said

that if he is happy with his in house version, he would consider volunteering. C. Gaugh said he would consider helping with this lecture.

The secretary is asked to contact SPIE to determine how we proceed in order to take the course to companies.

M. Dowell said that such in house courses cost anywhere from \$4,000 - \$8,000.

G. Boulton volunteered to take a look at cutting the course material down to a one and one-half hour lecture. L. Endelman suggested that there be a brochure to hand out at the lecture.

The class at Irvine would be 25 – 45 persons. D. Aikens asked that this lecture be delayed until spring. L. DeShazer agreed with that time frame.

L. Endelman moved that OEOSC investigate the possibility of providing short courses to industry and educational institutions in their facilities. C. Gaugh seconded the motion. D. Aikens said that he was concerned with extending ourselves beyond our capacity to provide training during SPIE short courses. G. Boulton said that he interpreted L. Endelman's motion to create the opportunity to do the Irvine lecture. D. Aikens stated that if we had trained volunteers to cover unsolicited requests for training we would not be overextending ourselves. OEOSC would need to establish a fee structure for such training events. L. Endelman said that he would expect the Chairperson to appoint a committee to create the policy for providing this service. The motion carried unanimously. The Chairperson appointed G. Boulton to develop the policy covering fee structure and for presenting this subject to industry and schools. G. Boulton expected to have the proposal ready by the end of September. C. Gaugh proposed that there be consideration of reimbursing the presenters for teaching the class.

C. Gaugh asked if OEOSC would consider providing certification to those who have completed the course. D. Aikens said that more would be involved in providing training a certified inspector than what is presented during the scratch and dig course. SPIE gives a certificate to confirm that the student has attended the class. L. Shuett said that certification implies OEOSC liability. OEOSC probably would not want to get into that situation. L. DeShazer said that he only provides a certificate to indicate that the student attended the course, but he does not certify that the student is proficient in the subject area.

Respironics Novamatrix Request for on-site Scratch and Dig Training. C. Gaugh said that he may have started this request while working with them. Respironics expressed an interest in purchasing a viewing box, and asked for help in learning how to use it. C. Gaugh suggested that Respironics contact OEOSC for help with on-site training for its technicians. D. Aikens suggested that the technicians be sent to the Boston class.

Acquiring a Scratch and Dig Viewing Box. C. Gaugh proposed that OEOSC purchase a viewing station in a ruggedized shipping container. D. Aikens said that speaking for the Board he thanked Davidson for providing the viewing fixture previous classes. It is apparent that OEOSC needs to have tools for this class. He noted that J. Hamilton offered to make a portable unit that would fit into a standard briefcase. D. Aikens said that he would welcome literature from Davidson so that students would know what is commercially available for viewing lens samples. C. Gaugh said that he would provide a box for the Boston meeting. D. Aikens asked the secretary to determine if J. Hamilton would be able to provide a portable viewing station. If not, then the secretary is to purchase a viewing station from Davidson so that a one would be available for the January class.

Audit Committee. The Chairperson appointed L. Shuett to again conduct the financial audit of OEOSC's accounts.

L. Shuett asked when OEOSC would again be paying the \$6,000 audit fee to ANSI. The secretary replied that ANSI is now prorating the fee and charging it each year to keep the annual fee to ANSI approximately the same from year to year.

Harvey Pollicove Memorial. R. Nasca made a presentation about the creation of a memorial scholarship for students of optics manufacturing. The goal is to reach \$100,000 for the memorial. Currently \$31,000 have been received. L. Endelman moved that OEOSC include a sum of money in the budget to support the Harvey Pollicove Memorial. R. Nasca seconded the motion. R. Nasca suggested that this become an annual event. G. Boulton said that he liked the idea of making it an annual budget line item as long as OEOSC can afford it. D. Aikens asked what Harvey would want; OEOSC has a windfall at the moment, and a contribution is appropriate. He is not sure that Harvey would want OEOSC to permanently divert funds to the memorial fund. He is certain that Harvey would ask each individual to contribute funds, but he was not sure that Harvey would want OEOSC, who is developing optical standards according to Harvey's vision, to divert funds to training students in optical manufacturing according to his vision. R. Nasca suggested that the Board consider an amount for this year, and then review the potential for contributing in 2006. L. Shuett said that he felt that OEOSC is also a Harvey Pollicove organization. Instead of taking money from one optics organization that is providing training and moving it to another optics organization which is also sponsoring optics training, we could consider naming the OEOSC classes the Harvey Pollicove Lecture series. G. Boulton liked that idea, but suggested that we name the lecture series in addition to contributing to the memorial fund. He noted that OEOSC was concerned that it could not continue to finance its operation as recently as on year ago, but funding is more secure at the moment; therefore he would recommend that OEOSC contribute \$1,000 to the fund in 1995. R. Nasca stated that he would also make that recommendation. The motion to contribute to the memorial fund carried unanimously.

R. Nasca moved that \$1,000 be contributed to the Harvey Pollicove Memorial. L. Shuett seconded the motion, which carried with one abstention.

Plan for ISO/TC 172/SC 1, 5, 9 Meetings in the US in 2006. M. Dowell reported that she attended the SC 9 meeting in June. SC 9 is interested in meeting in Boulder during June 2006. No charge for Boulder rooms. There will be charges for the dinner and transportation. The dinner will cost approximately \$4,000. OEOSC will contribute funds for SC 1, LEOMA

will cover SC 9 charges, and SC 5 members will provide the funds to cover their portion of expenses. There are two options for tours: one is a tour of the NIST facilities including the national atomic clock, and the second is the NOAH solar observatory. A third option requiring financial support for transportation is to go to the National Renewable Energy Lab in Golden, which is about 40 minutes away. There is a photo voltaic lab, a wind energy lab, and the test track for alternative energy vehicles. The NIST tours would be easier. There could be other tours: Celestial Seasonings, Coors brewery in Golden. L. Endelman asked how many persons are expected to participate. M. Dowell said that she is expecting 90. D. Aikens suggested that the spouses have a shopping trip to Denver. M. Dowell said that there good stores for shopping in Boulder. She recommended that shopping be limited to Boulder. There are hiking trails conveniently located near by. There would be a block of rooms at the Millennium Hotel, which is handy for shopping and the meeting building. D. Aikens suggested that M. Dowell and G. Kohlenberg plan the meeting elements. G. Kohlenberg asked what budget limit should be set. D. Aikens stated that he felt such decisions should be the responsibility of the Executive Director.

M. Dowell proposed to put together a proposal that she would distribute to L. Shuett, B. Hitz and G. Kohlenberg for review. Then these four would make a decision concerning the events to be offered to the meeting participants.

TAG Leadership. D. Aikens asked L. Shuett to lead a nominating committee for the ANSI/OEOSC TAG to ISO/TC 172 Leader position. He asked M. Dowell to also be a part of the nominating committee. She said that she could participate after October 30. D. Aikens asked for a volunteer to assume the position of SC 1 Leader. Since there were no volunteers, he proposed that a TAG SC 1 meeting be held in San Jose to discuss strengthening SC 1. L. Shuett suggested that personal invitations be sent to potential candidates for the January meeting.

At this point L. Shuett had to leave the meeting.

Business Models:

Scratch and dig calculator: D. Aikens said that he wanted to postpone this topic until John Hamilton could participate in the discussion.

Adoption of ISO Standards as US Standards. G. Kohlenberg reported that Robert Parks had sent a letter to the Board (posted on the optstd web site) noting that other countries adopt ISO standards and then derive revenue from selling the standards. The secretary describe the process that would be followed: ASC OP would go through the standard balloting process to approve each standard. OEOSC would then be able to sell the standard after paying royalty to ISO. D. Aikens asked that this item be added to the January ASC OP meeting agenda. He asked the secretary to present a list of the pertinent ISO standards at the January meeting. G. Boulton asked that the procedure for adoption of ISO standards be added to the OEOSC web site. D. Aikens suggested that review of new ISO standards that may be candidates for US adoption be a continuing agenda item. G. Boulton suggested that the 9211 coating standard be the first one. D. Aikens said that he felt that it could be adopted without any changes.

Next Meeting:

T. Germer moved that the Board meet in San Jose, CA at 10:15 p.m. on January 21, 2006. R. Nasca seconded the motion. The motion carried.

Adjournment

As there was no further business to come before the Board, M. Dowell moved that the meeting be adjourned. W. Royall seconded the motion. The meeting was adjourned at 1:05 p.m.